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| Bulletin Number | 44802BR |
| Type of Recruitment | Interdepartmental Promotional Opportunity |
| Department | Human Resources Countywide Exams |
| Position Title | NETWORK SYSTEMS ADMINISTRATOR I |
| Exam Number | R2558C |
| Filing Type | Standard |
| Filing Start Date | 10/09/2014 |
| Filing End Date | 10/29/2014 |
| Filing End Time | 5:00 pm PST |
| Salary Type | Monthly |
| Salary Minimum | 4832.00 |
| Salary Maximum | 6337.46 |
| Position/Program Information | <p>Positions allocable to this class assist in the daily operation and administration of network and server operating system environments. Under supervision, following established guidelines, incumbents perform monitoring and/or administration duties of limited scope and difficulty.</p> <p>Incumbents in this first level Network class typically report to a lead or supervisory level network or information technology-related position. Incumbents install, configure, troubleshoot, repair, maintain, upgrade, and monitor performance of networks and servers. Assignments include support for network related software, hardware, and infrastructure. Incumbents are generally based in a centralized location or may be required to perform network related duties at field sites.</p> <p>Incumbents possess working knowledge of computer networking principles and concepts and terms. They are experienced with the common elements of networking, including protocols, addressing, file servers, network clients, cable plant, and topologies. They support network applications and equipment such as e-mail, file and print services, routers, firewalls, fax and modem services, host access, network-related software and Internet services.</p> <p>Incumbents may be responsible for installing, servicing and moving servers and networking devices.</p> |
| Essential Job Functions | <p>Participates in network and server system administration and support functions, including applying patches, installing, repairing, maintaining, and upgrading hardware and operating systems.</p> <p>Creates and manages user accounts and user roles or groups; assigns privileges, passwords and administers the network security system.</p> <p>Establishes network connectivity to new nodes.</p> <p>Provides assistance to network users in resolving routine network problems.</p> <p>Monitors network security following established procedures.</p> <p>Performs network backup and restore operations following established procedures.</p> <p>Configures network devices as directed.</p> |

Participates with other team members on large hardware and software migration and conversion projects; assists in installing multi-platform interfaces.

Monitors network performance and reports problems according to established procedures.

Assists in the development and maintenance of network documentation, logs, and files.

Assists in allocating server resources and installing new servers.

Assists in the VLAN configuration process required to support the installation and maintenance of services over Internet Protocol (IP), such as audio, video and data.

May assist in the design and maintenance of network architecture, including hubs, routers, and physical network.

Requirements

SELECTION REQUIREMENTS:

Option I: Graduation from an accredited* college or university with a bachelor's degree in Computer Science, Information Systems, or a closely related field and one (1) year of full-time, paid experience within the last five (5) years in LAN design, configuration or administration.

Option II: Two (2) years of experience within the last five (5) years at the level of the Los Angeles County class of IT Technical Support Analyst II** working for the County of Los Angeles, providing hardware and software support services in a centralized Information Technology organization, one (1) year of which must have been in assisting in the installation, configuration, troubleshooting, repairing, maintaining, upgrading, and performance monitoring of networks and servers.

Option III: Two (2) years of full-time, paid experience within the last five (5) years in LAN design, configuration or administration.

Physical Class

Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

License(s) Required

A valid California Class C Driver License or the ability to use an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

*In order to qualify with Option I, you MUST include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application or during the exam process.

**Experience at the level of IT Technical Support Analyst II in the County of Los Angeles is defined as: providing a full range of technical information technology support services, including installation, configuration, testing, troubleshooting and repair of hardware, software, networks and applications in a centralized IT organization.

Accreditation Information

Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are

**Examination
Content**

acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

PART I: A written test weighted at 50% that consists of both paper-and-pencil and computerized components covering Written Expression, Reading Comprehension, Data Analysis and Decision Making, Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability.

THE WRITTEN TEST IS NOT REVIEW-ABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

NOTE: Applicants that have taken the identical written tests for other exams within the last (12) months, will have their written test scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your online application, your score will be transferred to the new examination and you may not be allowed to re-take any identical test part(s) for at least a year.

Only those candidates who pass the written test will be eligible to proceed to Part 2, the structured interview. Candidates who are unsuccessful on the written test will be notified by mail. Written scores will not be provided over the phone.

PART II: A structured interview weighted 50% that will assess technical knowledge and skills; complex problem solving skills; communication and interpersonal skills; and self-management skills.

Candidates must achieve a passing score of 70% or higher on each weighted part:

PART I: Written test (B-Best and WSA); and

PART II: Interview; in order to be placed on the eligible list.

Invitation letters for any of the test parts may be sent to candidates via electronic mail. It is important that candidates provide a valid email address.

**Special
Information**

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on Job Info Center, then click on Employment Test Preparation.

You can also access practice tests for the computerized version of the test by going to the following website:http://www.shldirect.com/practice_tests.html

While the test study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

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| Vacancy Information | The resulting eligible list for this examination will be used to fill vacancies at various Los Angeles County departments. |
| Eligibility Information | The names of the candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of the first promulgation. |
| Available Shift | Day |
| Job Opportunity Information | Restricted to permanent employees of the above Department who have successfully completed their initial probationary period. |

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

-Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.

-Full-time employees in the unclassified service with at least six month of full-time experience in the unclassified service at the time of filing or by the last day of filing.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

EXPERIENCE PERFORMING DUTIES OUTSIDE OF APPLICANT'S OFFICIAL PAYROLL TITLE WILL BE ACCEPTED FOR THIS EXAMINATION; HOWEVER VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE REQUIRED. ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING YOUR ASSIGNED DUTIES, WILL BE EVALUATED TO DETERMINE QUALIFICATION. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.

Applicants who are within six months of meeting the minimum requirements while working outside of their classification will NOT be placed on withhold status. Therefore, their applications will be not be accepted.

Application and Filing Information

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE: Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the list.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Please fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Please provide any relevant

education, training, and experience in the spaces provided so your qualifications can be evaluated. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. Utilizing verbiage from class specifications and minimum requirements serving as your description of duties will not be sufficient to meet requirements. Doing so may result in an incomplete application and you may be disqualified.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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| Department Contact Name | Heidi Kim |
| Department Contact Phone | 213 738 2009 |
| Department Contact Email | hkim@hr.lacounty.gov |
| ADA Coordinator Phone | 213 738-2057; email at: adarequests@hr.lacounty.gov |
| Teletype Phone | 800-899-4099 |
| California Relay Services Phone | 800-735-2922 |
| Job Field | Information Technology |
| Job Type | Professional |

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